

Information Systems Team Standard Operating Procedures

Job Title: Information Technology Programmer/Analyst II (Rich Hullinger)

Job Summary: Support DFO billing systems, develop new software, enhance existing software.

Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)

- Run and post to Finet the monthly motor pool bill. (M)
- Run the FleetAnywhere month-end processing. (M)
- Load EMS data from DOT into our billing system. (M)
- Enhance CARS system as required. (AN)
- Provide internal/external customers with needed reports/data. (AN)
- Run Driver's License Validation (W)
- Maintain DFO, Clean Cities, NCSFA websites (AN)
- Assist Accounting Team to research Billing issues (AN)

Important processes I am responsible for or part of?

- The monthly billing process
- The monthly EMS processing

Information from FleetAnywhere that I am responsible create reports for?

- For historical purposes monthly billing records are created that ultimately end up in the table "FADASID.HISTBILL."
- I create current, fiscal year to date and life to date expense, revenue & utilization records for each vehicle in the fleet. This data is used for statistical and analytical purposes.

Quality control reports I run: Daily (D), Weekly (W), Monthly (M), and Yearly (Y)

- Before billing, I run a series of a dozen or so reports to verify the validity of what I am about to bill (quality control). I may run other reports/queries periodically throughout the month if I suspect something wrong.

Person(s) that back me up when I am on lunch, or take vacation/sick leave?

- Programming Consultant and the Lead Programmer (currently Judy Wilkins and Akemi Dean)